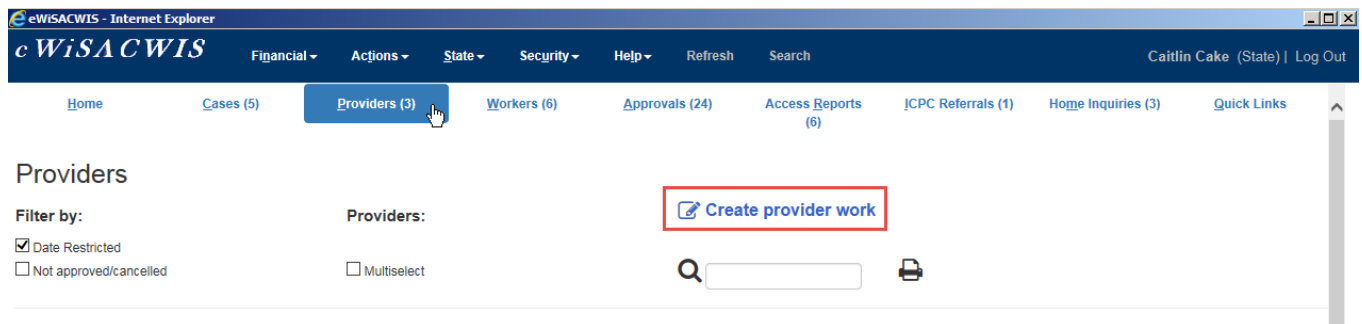


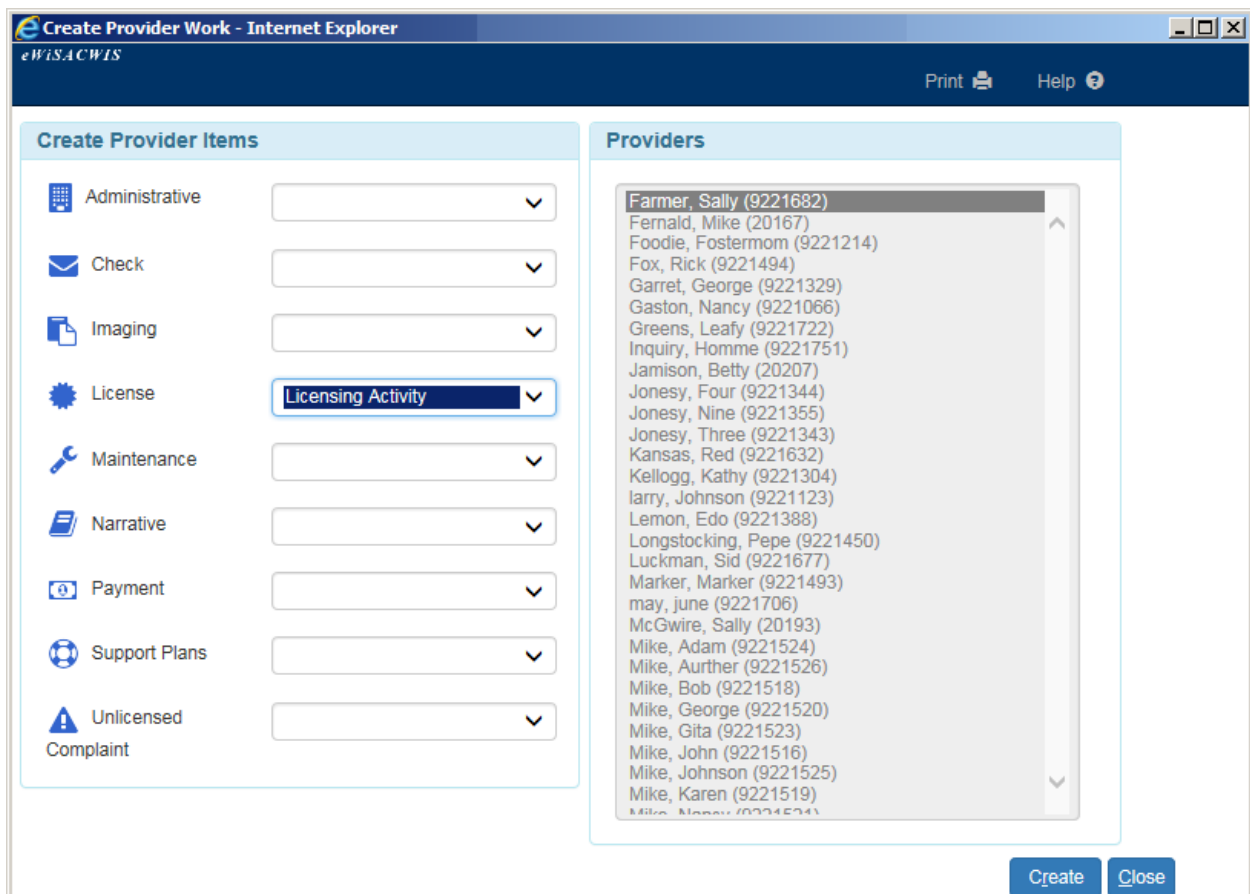
Denied Foster Home License

Note: In order to document a denied license, an assignment to the provider is needed.

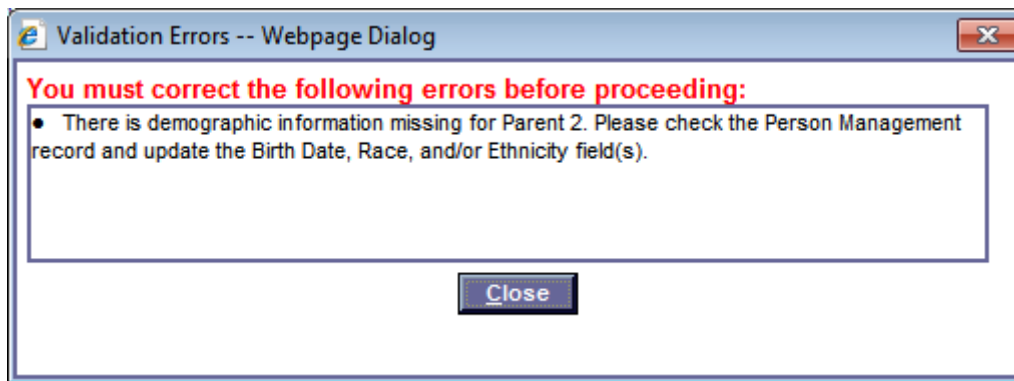
1. Once there has been a screened in Home Inquiry, make sure the provider is listed on your desktop under the Providers expando. If the provider is not on your desktop, see your supervisor for assignment.
2. From the desktop, go to the Provider tab and click the Create Provider Work hyperlink [Create provider work](#) or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page..



3. On the Create Provider Work page, select Licensing Activity from the License drop-down and select the appropriate Provider. Click the Create button. This will open the Licensing page.



Note: The Birth Date, Race(s), and Ethnicity for Parent 1 and Parent 2 must be documented before a license can be created, otherwise a Validation Errors message will appear.



4. The Licensing page will open with the Application Activity tab. In the Basic group box, the Home field is a hyperlink to the provider's Home Provider page. Clicking the hyperlink allows you to update the Home Provider page. The Licensing page will then refresh to retrieve any updated information that may have been documented on the Home Provider page.

A screenshot of the "eWiSACWIS" web application in Internet Explorer. The page has a blue header with the logo and navigation icons. Below the header is a "Basic" section with fields for Home (a hyperlink to "Farmer, Sally (9221682)"), Completion Date, Licensing Agency (BMCW - CSSW), Worker (Dan Daisy), Status, and Designated County (Milwaukee). The "Application Activity" tab is selected, showing a form with fields for Application Status, Application Type, Date Application Provided to Family, Date Signed Application Received, Date Completed Application Received, Decision (set to "Pending"), Decision Date, and a Rehab Review checkbox. At the bottom, there are "Options" and "Go" buttons, and "Save" and "Close" buttons. The status bar shows 100% zoom.

5. Select the Application Status, Application Type, and then document the Date Application Provided to Family and the Date Completed Application Received.

Note: The Date Application Provided to Family refers to the date the paper application for foster care was provided to the family. The Date Completed Application Received refers to the date the licensing agency received the paper application, conducted interviews, completed background checks, and gathered all of the information from the applicant in order to make a licensing decision.

The screenshot shows a web browser window titled "Licensing - Windows Internet Explorer" displaying the "eWiSACWIS" application. The interface includes a top navigation bar with links for TM, Print, Spell Check, and Help. Below this, a "Basic" section contains fields for Home (Farmer, Sally (9221682)), Worker (Dan Daisy), Designated County (Milwaukee), Completion Date, Licensing Agency (BMCW - CSSW), and Status. The main section is titled "Application Activity" and contains a sub-section "Application Activity" with the following fields: Application Status (Initial), Application Type (Foster Care), Date Application Provided to Family (12/10/2014), Date Signed Application Received (01/12/2015), Date Completed Application Received (00/00/0000), Decision (Pending), Decision Date (00/00/0000), and Rehab Review (checkbox). At the bottom, there is an "Options" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The browser status bar at the bottom right shows "100%" zoom.

Basic	
Home:	Farmer, Sally (9221682)
Worker:	Dan Daisy
Designated County:	Milwaukee
Completion Date:	
Licensing Agency:	BMCW - CSSW
Status:	

Application Activity	
Application Activity	
Application Status:	Initial
Application Type:	Foster Care
Date Application Provided to Family:	12/10/2014
Date Signed Application Received:	01/12/2015
Date Completed Application Received:	00/00/0000
Decision:	Pending
Decision Date:	00/00/0000
Rehab Review	<input type="checkbox"/>

Options	
	Go

Buttons	
Save	Close

6. In the Decision drop-down, select Denied. Enter the Decision Date.

Licensing - Windows Internet Explorer

eWiSACWIS TM Print Spell Check ABC Help ?

Basic

Home: [Farmer, Sally \(9221682\)](#) Worker: Dan Daisy Designated County: Milwaukee
Completion Date: Status:
Licensing Agency: BMCW - CSSW

Application Activity

Application Activity

Application Status: Initial Application Type: Foster Care
Date Application Provided to Family: 12/10/2014 Date Signed Application Received: 01/12/2015
Date Completed Application Received: 01/29/2015
Decision: Denied Decision Date: 02/11/2015
Rehab Review ☐

Denial Reasons

Denial Reason	Narrative	
Criminal background	enter denial info here...	Delete Row 1 of 1

Licensing Code Citation
56.05 Licensee qualifications [Code Citation](#)

Licensing Subcode Citation
56.05(1)(a) 1. PERSONAL REQUIREMENTS AND BACKGROUND.

[Insert](#)

Options: [Go](#) [Save](#) [Close](#)

100%

7. In the Denial Reasons group box, select the Denial Reason, enter Narrative for the denial reason, and select the Licensing Code Citation and licensing Subcode Citation. If you are unsure of the exact code citation, select the [Code Citation](#) hyperlink. This will bring you to the DCF 56 Administrative Code. If additional code citations exist, click the Insert button.

8. Choosing certain Licensing Subcode Citations will require the documentation of a Negative Action. After choosing a Licensing Subcode Citation of 56.05(1)(a)1, 56.05(1)(a)3, 56.05(1)(f)3.a, or 56.05(1)(f)3.b and clicking “Save” on the Licensing page, the Negative Action page will automatically be displayed.

Negative Action -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Agency Taking Negative Action

License / Certification Type: Foster Home
Agency Taking Negative Action: BMCW - CSSW
Name of Contact Person: Dan Daisy
Email Address: Dan.Daisy@agency.gov
Action Taken: Denial
Agency Type: County
Title: Foster Care Coordinator
Telephone: (414)555-1212 Ext:

Parent 1
Name: Farmer, Sally SSN: Birthdate: 08/15/1972

Substantiated Finding of CAN

Date: 02/11/2015 Status Requested: Add New Record
DCF Review Delete Row 1 of 1 Insert

Criminal Conviction

Date: 02/11/2015 Status Requested: Add New Record
Cite statute(s) indicating specific crime(s): 848.22(2) Foster Care Bars Delete Row 1 of 1 Insert

Save Close

Enter the Name, Title, Email Address, and Telephone number of the contact person for the Negative Action. For each person with a role of Parent 1, Parent 2, or Licensee click the Insert button in the applicable group box(es) to document the Substantiated Finding of CAN, Criminal Conviction, and/or the Misappropriation of Client’s Property. Click Save and Close to return to the Licensing page.

After the Negative Action page has been completed and the Denial is approved, DCF will receive the Negative Action notice electronically.

Note: The Negative Action page can be updated at any time after the approval.

9. After Denial Reasons have been entered, select the License Denial Letter from the Options drop-down and click Go. This will open the License Notification page.

Note: There is a [Negative Action](#) hyperlink at the top right of the page. Clicking this hyperlink takes you to the Negative Action page.

The screenshot shows the eWiSACWIS web application running in a Windows Internet Explorer browser. The page has a blue header with the application name and navigation links. The main content area is divided into sections for 'Basic' information, 'Application Activity', and 'Denial Reasons'.

Basic Information:

- Home: [Farmer, Sally \(9221682\)](#)
- Worker: Dan Daisy
- Completion Date:
- Status: Pending
- Licensing Agency: BMCW - CSSW
- Designated County: Milwaukee
- [Negative Action](#)

Application Activity:

Application Status: Initial Application Type: Foster Care

Date Application Provided to Family: 12/10/2014 Date Signed Application Received: 01/12/2015

Date Completed Application Received: 01/29/2015

Decision: Denied Decision Date: 02/11/2015

Rehab Review ☐

Denial Reasons:

Denial Reason	Narrative	
Criminal background	enter denial info here...	Delete Row 1 of 1

Insert

Options:

- Actions
- Approval
- Letters
- License Denial Letter

Go Save Close

100%

10. On the License Notification page, click the Insert button. Then click the [Edit](#) hyperlink to open the letter.

License Notification -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Provider: Farmer, Sally
License Type: Foster Care - DCF 56
Document Type: License Denial Letter
Provider Participants:

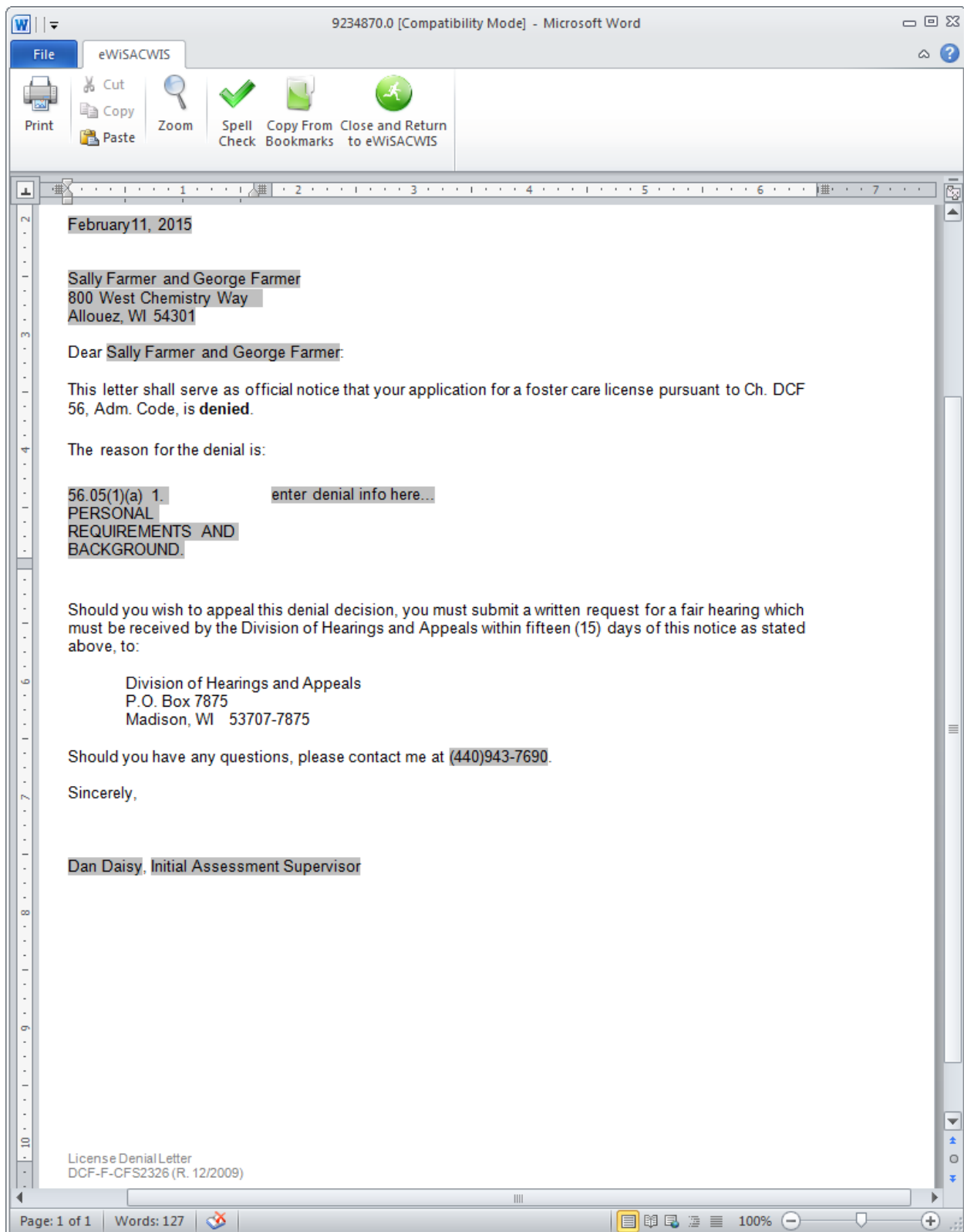
Sally Farmer	Parent 1
George Farmer	Parent 2

History

Date Created	Sent		
02/11/2015	<input type="checkbox"/>	Edit	Delete

[Insert](#)

[Save](#) [Close](#)



Note: The Licensing page must first be saved before the reason for denial information will pre-fill.

11. Click Close and Return to eWiSACWIS. This will return you to the License Notification page. Click Save. Check the Sent checkbox, if applicable. Click Close to return to the Licensing page.

12. Select Approval from the Options drop-down and click Go. Select the Approve radio button on the Approval History page and click Continue. Back on the Licensing page, click Save and Close.

Licensing - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Basic

Home: [Farmer, Sally \(9221682\)](#) Worker: Dan Daisy Designated County: Milwaukee
Completion Date: Status: Pending [Negative Action](#)
Licensing Agency: BMCW - CSSW

Application Activity

Application Activity

Application Status: Initial Application Type: Foster Care
Date Application Provided to Family: 12/10/2014 Date Signed Application Received: 01/12/2015
Date Completed Application Received: 01/29/2015
Decision: Denied Decision Date: 02/11/2015
Rehab Review ☐

Denial Reasons

Denial Reason	Narrative	
Criminal background	enter denial info here...	Delete Row 1 of 1

Licensing Code Citation

[Insert](#)

Options: [Actions](#) [Approval](#) [Letters](#) [License Denial Letter](#) [Go](#) [Save](#) [Close](#)

100%